



MONTANA STATE PRISON POLICY AND PROCEDURES

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Section 1: Security and Control	Revision Date: 8-01-03
Signature: /s/ Mike Mahoney	Effective Date: 10-01-97
Signature: /s/ Ross Swanson	

I. POLICY: All inmates at MSP shall be appropriately supervised by staff, who must model responsible behaviors and hold inmates accountable for inappropriate behavior.

II. AUTHORITY: MSP 1.1.3, Organization and Responsibility

III. DEFINITIONS:

Direct supervision: for the purpose of this policy means that staff must maintain constant visual observation of the activities-of an inmate or group of inmates and remain in the immediate area of the activities. Being in a control room/cage does not satisfy the immediate area requirement of this definition.

General supervision: for the purpose of this policy means that staff must continually monitor the activities of an inmate or group of inmates and remain in the general area of the activities.

IV. PROCEDURES:

A. **General Provisions:**

1. As the supervision and observation of inmates is critical to facility security, all staff must be alert to unusual incidents, changes in types of inmate interaction, and other signs of unusual activity in the facility. Staff must immediately report anything that would indicate the possibility that one of the following events has occurred or may occur:
 - a. Escape.
 - b. Injury to a staff member or inmate.
 - c. Introduction of contraband.
 - d. Riot/disturbance.

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2. Staff surveillance of key locations is an important part of security, therefore staff must be on duty in housing areas and other critical posts 24-hours-a-day to supervise, observe, and interact with inmates. Unit staff must be active in patrolling housing units by staying out of office areas to the greatest extent their duties allow and maintaining personal contact with the inmates in their units.
3. Inmate supervision and observation is a component of MSP's training program. All civilians (sponsors, volunteers, etc.) who are responsible for supervising or observing inmates in any capacity are required to attend the MSP orientation/training program prior to assuming those responsibilities. They shall report any unusual incidents, suspicious and/or inappropriate activities or rule violations to the nearest staff member.
4. Inmates are expected to cooperate and comply with direction from all staff and designated civilian sponsors, volunteers, and supervisors.
5. All staff shall report in writing (incident reports) any unusual incidents, suspicious and/or inappropriate activities. Rule violations shall be handled in accordance with MSP 3.4.1 "Institutional Discipline".

B. Supervision and Observation Levels:

1. Supervision of inmate at their work assignments:
 - a. Work crew supervisors shall supervise inmate workers on MSP/MCE property in accordance with the supervision requirements outlined in MSP Policy 3.1.14 "Tool Control".
 - b. When inmates are working off MSP/MCE property supervisors must supervise an inmate or a group of inmates by remaining in the immediate area and observing inmate movement unless a case-by-case exception has been approved by the Administrative Review Committee.
 - c. Check-out and check-in procedures for inmate work crews is outlined in MSP Policy 3.1.11 "Inmate Movement".

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- d. Procedures for sending inmates to call outs are outlined in MSP Policy 3.1.11 “Inmate Movement Control”.
- e. All staff present at the Change House and Rear Guard Station are responsible for shakedowns and monitoring work crews being processed through those posts.
- f. Supervisors shall not leave inmates unsupervised at the end of their shift. If overlapping supervision is not available, the supervisor responsible for checking the inmates out will check the inmates in before leaving shift. An exception will be allowed for inmate dairy workers milking between 1700 hrs. and 2400 hrs. The following procedures will apply:
 - 1) A ranch/dairy supervisor will sign out the inmates working on this shift (which is usually limited to three inmate milkers and one feeder) following the normal checkout procedures.
 - 2) Work Dorm staff shall perform random check(s) of the dairy work area and account for the inmate workers during this period.
 - 3) During this period the staff conducting the count of inmates living at the dairy shall count the inmates checked out to do the evening milking/feeding.
 - 4) When the night shift dairy supervisor comes on shift, he will confirm the location of the inmates previously signed out for the evening dairy milking/feeding, with Work Dorm officers.
 - 5) Inmates checked out to do the evening milking/feeding must be in the appropriate locations or be subject to disciplinary action.
- g. Once inmates are signed out by their respective work supervisor, the supervisor is responsible for conducting inmate counts and census checks in accordance with procedures outlined in MSP Policy 3.1.21 “Inmate Counts”.
- h. Inmates will not be allowed to drive vehicles into the main prison compound. Supervisors must keep vehicle traffic through the Guard Station to a minimum during mass inmate movement.

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- i. Workplace shakedowns will be conducted in accordance with MSP Policy 3.1.17 “Area, Cell, and Inmate Searches”. Supervisors shall also conduct random shakedowns of their workers and workplace.
- j. The procedures outlined in DOC Policy 5.1.3 “Adult Offender Participation in Community Work Programs” shall be followed when an inmate is assigned to a job assignment off prison property.
- k. The procedures outlined in DOC Policy 5.1.6 “Wildland Fire Suppression Crews” shall be followed when an inmate is assigned to an MSP fire crew.
- l. Use of State Vehicles by Inmate Workers:
 - 1) General Rules:
 - a) Inmate vehicle traffic will be regulated and monitored by work supervisors and custody staff.
 - b) Inmates are only allowed in state vehicles with two-way radios when accompanied by a staff supervisor.
 - c) Inmates driving/operating state vehicles or equipment must carry on their person a valid institutional driving permit. Supervisors may not authorize inmates to drive/operate state vehicles or equipment without this permit.
 - d) If an inmate who is driving/operating state vehicles or equipment is stopped by staff he must provide his permit, the name of his job supervisor, and the nature of his business. The staff person must check with the Shift Commander, Work Crew Supervisor, or Unit Manager to verify what the inmate reported.
 - e) No more than three inmates may ride together in a state vehicle without a staff escort.
 - 2) Off Prison Property:

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- a) Inmates driving on public highways and roads are required to have a current Montana driver's license in addition to an institutional driving permit.
 - b) Staff must escort and maintain visual contact with inmate-operated vehicle at all times, except for vehicles driven by MCE inmate workers on the following roads:
 - County road bordering MSP/MCE property in the Ranch 2 area.
 - County road on the Rock Creek/Elk Ridge road (access to Prison property).
 - Railroad siding in Deer Lodge to prison property (the supervisor must notify Check Point when the MCE inmate workers are hauling grain from town).
 - c) The supervisor will notify Check Point by radio of their departure and destination and radio confirmation of their return.
2. Supervision of inmates who are not at their work assignments or confined to their cell or dayroom area:
- When inmates from multiple custody levels are being supervised in the same location/area (housing unit, yard, gym, library, school, visiting, etc.), they must be supervised at the level of the inmate with the highest custody level.
- a. Locked Hosing Inmates:
 - 1) Maximum - direct.
 - 2) Administrative Segregation - direct.
 - 3) Temporary Lockup or Detention - direct.
 - b. High Side Inmates: - general.
 - c. Reception Inmates: - general.
 - d. Low Side Inmates: - general.
 - e. Work Dorm Inmates: - general.
- C. Emergency Procedures:

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1. When the institutional emergency siren is sounded all inmates shall be immediately returned to their respective housing units unless notified otherwise by the Incident Commander.
2. Work crew supervisors shall assist in any shakedowns of inmates returning to the secure compound in emergency situations. During these shakedowns the security officer is in charge.
3. Work crew supervisors shall return to their work area after returning work crews to the secure compound. They shall secure all tools, equipment, and raw materials, and await further instruction.

V. **CLOSING:** Questions concerning this policy and procedure can be directed to the Warden.